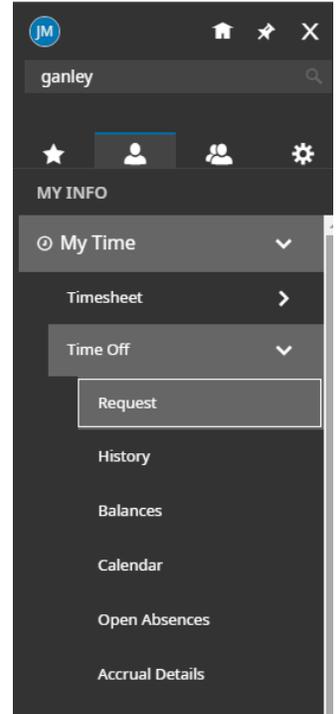


Requesting Time Off & Checking PTO/ Vacation Balances

To request time off or view your PTO/ Vacation balances in Workforce Management, open the Workforce Management tab under Myself in UKG. A new page will launch.

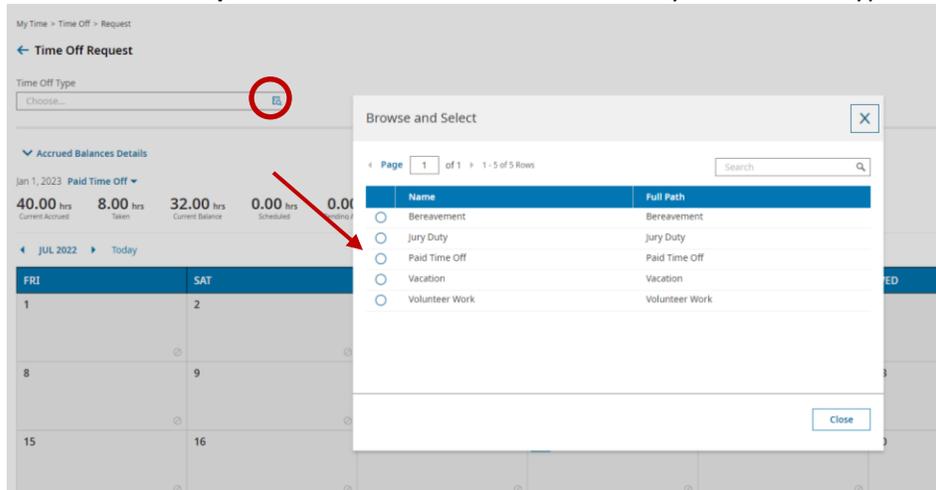
Click on the three lines in the far-left hand corner then hover over the Myself icon > Time > Time Off.

This is where you will **Request** time off, view your **History**, view your **Balances**, See your time off on a **Calendar** as well as any **Open Absences** you may have.

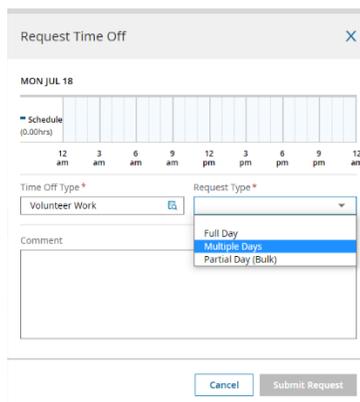


1. To Request Time Off

a. Click on **Request** then the search button to select your Time Off Type



b. Once you select a type, a calendar will display. You can either click on the day(s) you wish to make your request for or click **Start Request** in the upper right-hand corner.



c. To request a full 8-hour day, click **Full Day** from the **Request Type** drop down. If you work 10-hour shifts or would like to request time off for a single day other than 8 hours, click **Partial Day (Bulk)**. If you are requesting off multiple days, click **Multiple Days**. Please note: if your time off request spans multiple weeks, you need request off time for days that would be worked only. For example, if you are taking two weeks off back-to-back, you'll want make one request for the days that you would ordinarily work in the first week and then another request for the days off you would need in the second week.

d. Once you have selected your days, click **Submit Request**.

2. To Check Your **Balances**

- a. Click on Myself icon > Time > **Balances**.
- b. A new screen will appear with your PTO, Vacation and Volunteer Work.
- c. The blue hyper link for Taken will show you what you you've taken so far, Scheduled will show you what in the future has been approved.

Hour

Paid Time Off		Vacation		Volunteer Work	
CURRENT: 32.00 HOURS		CURRENT: 12.00 HOURS		CURRENT: 8.00 HOURS	
Jan 1, 2022 - Jan 1, 2023		Jan 1, 2022 - Jan 1, 2023		Jan 1, 2022 - Jan 1, 2023	
Accrued To	Jan 1, 2023	Accrued To	Jan 1, 2023	Accrued To	Jan 1, 2023
Current Accrued	40.00 hrs	Current Accrued	160.00 hrs	Current Accrued	8.00 hrs
Taken	8.00 hrs	Taken	60.00 hrs	Taken	0.00 hrs
Current Balance	32.00 hrs	Current Balance	12.00 hrs	Current Balance	8.00 hrs
Scheduled	0.00 hrs	Scheduled	88.00 hrs	Scheduled	0.00 hrs
Pending Approval	0.00 hrs	Pending Approval	0.00 hrs	Pending Approval	0.00 hrs
Current Accrue Rate	40/Yearly	Current Accrue Rate	160/Yearly	Current Accrue Rate	8/Yearly
Request		Request		Request	

- d. If you would like to make a new **Request**, you can do so on this screen by clicking **Request** and following the prompts.